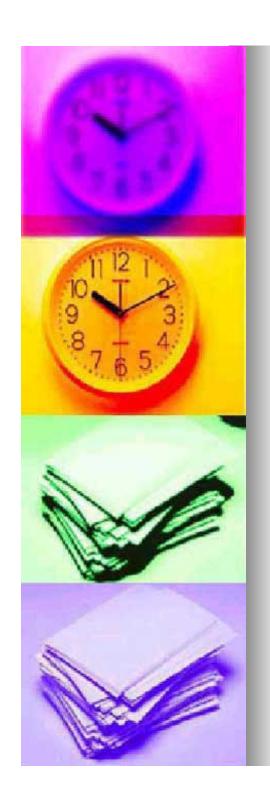


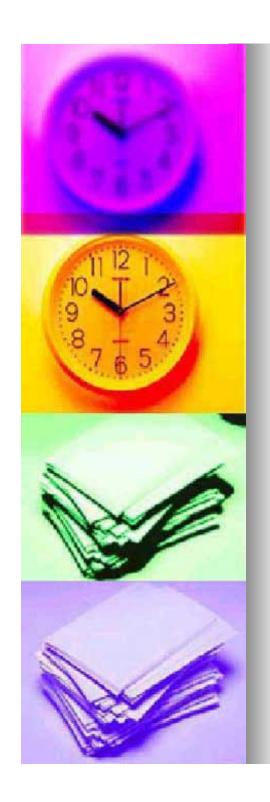
Indiana State Contracting Opportunities

A guide to successful participation in the process



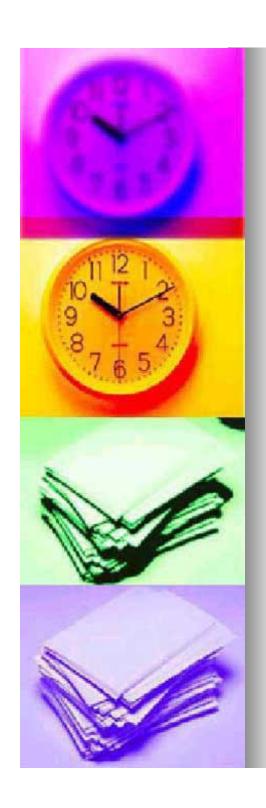
Methods of Solicitation

- Request for Quotation (RFQ)
- Quantity Purchase Agreement (QPA)
- Invitation to Bid (BID)
- Request for Service (RFS)
- Request for Proposal (RFP)



Requests for Quotation

- For goods & general services
- Under \$2500.00
 - Bidders contacted by phone or in writing.
 - At least 3 Vendors must be contacted
- **\$2500.00 \$75,000.00**
 - Agency determines need and writes specifications
 - Sends RFQ to at least 3 Vendors
 - Open for 7 days



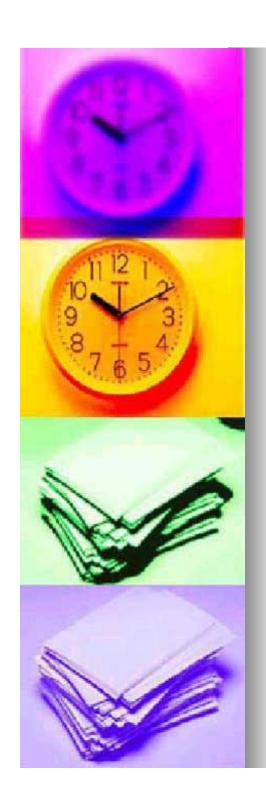
Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame usually a year



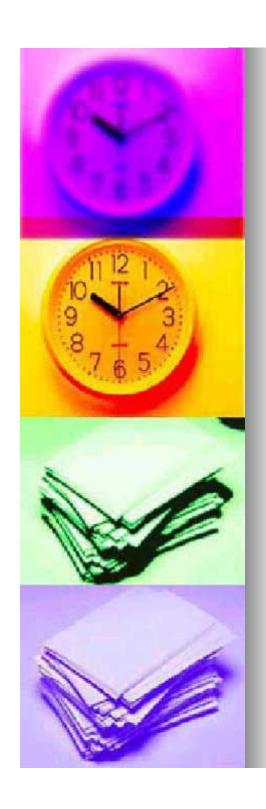
Invitation to Bid

- Greater than \$75,000.00
- Centralized through Indiana Department of Administration
- Must be open for 14 days
- Lowest bid wins



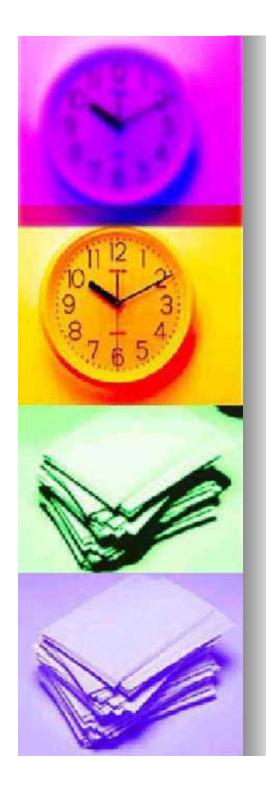
Request for Service (RFS) Request for Proposal (RFP)

- Request for Services
 - Decentralized
 - Professional Services Only
 - Issued to specific firms pre-selected by the Agency
 - Specifications Document Included
 - Procurements greater than \$75,000
- Request for Proposal
 - Centralized
 - Used for Goods, General Service or Professional Service
 - Opportunity posted on the website and all firms are invited to respond
 - For greater than \$75,000.00



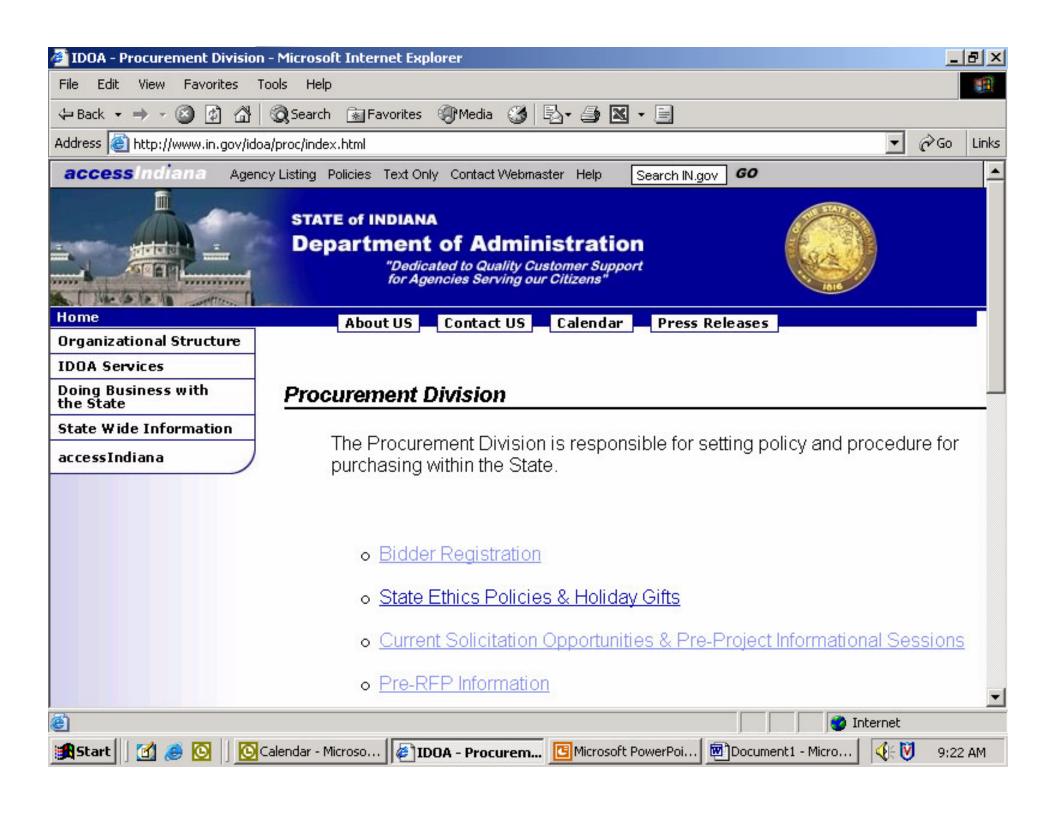
Procurement Definitions

- Prime Contractor Company responsible for the entire contract
- Sub Contractor Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct Paid directly by the State of Indiana
- Indirect Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.



Internet Resources

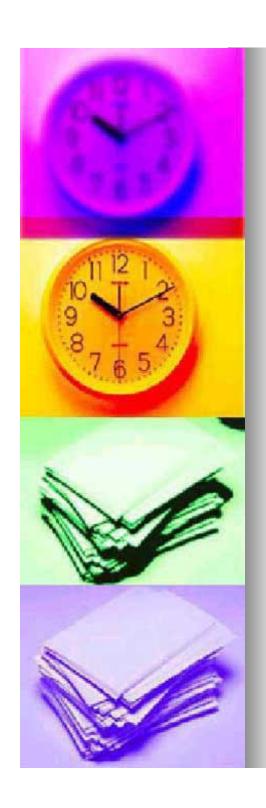
A wealth of information





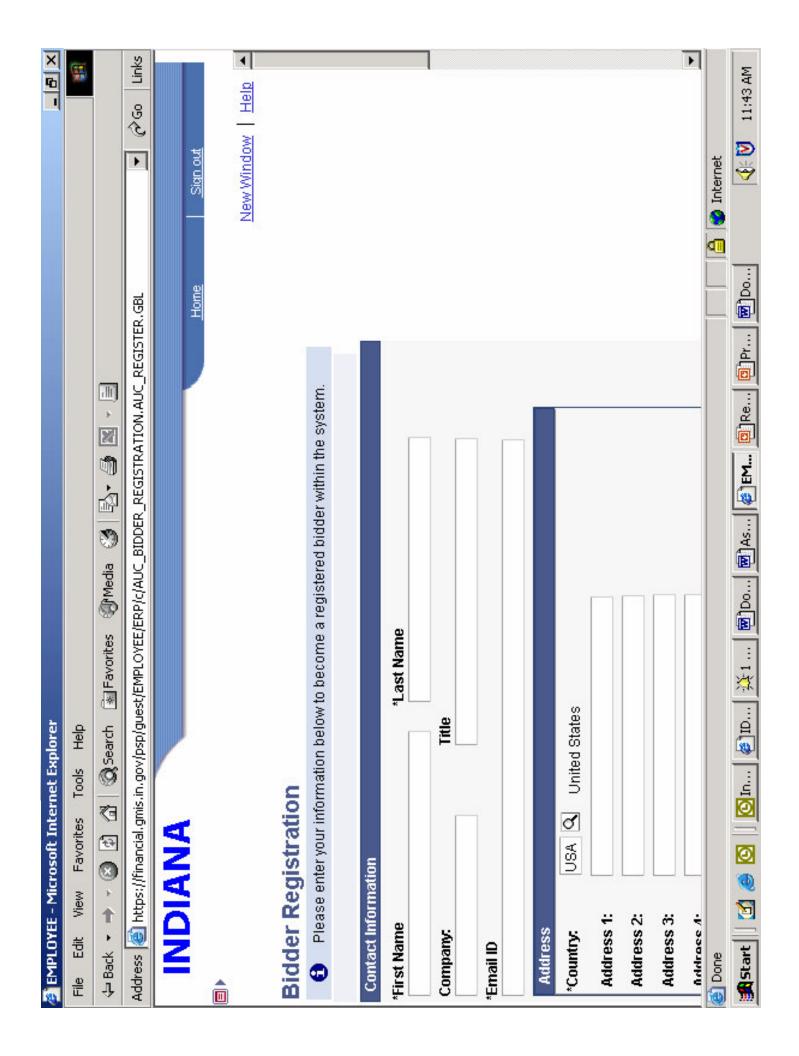
Bidder Registration and Benefits

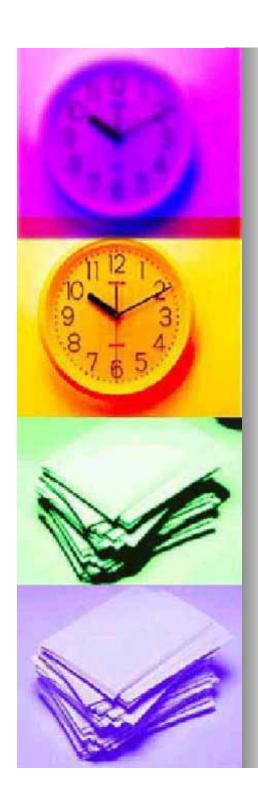
- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration
 Number/Bidder ID for
 Minority/Women/Disadvantaged
 Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.



Bidder Registration Enrollment Process

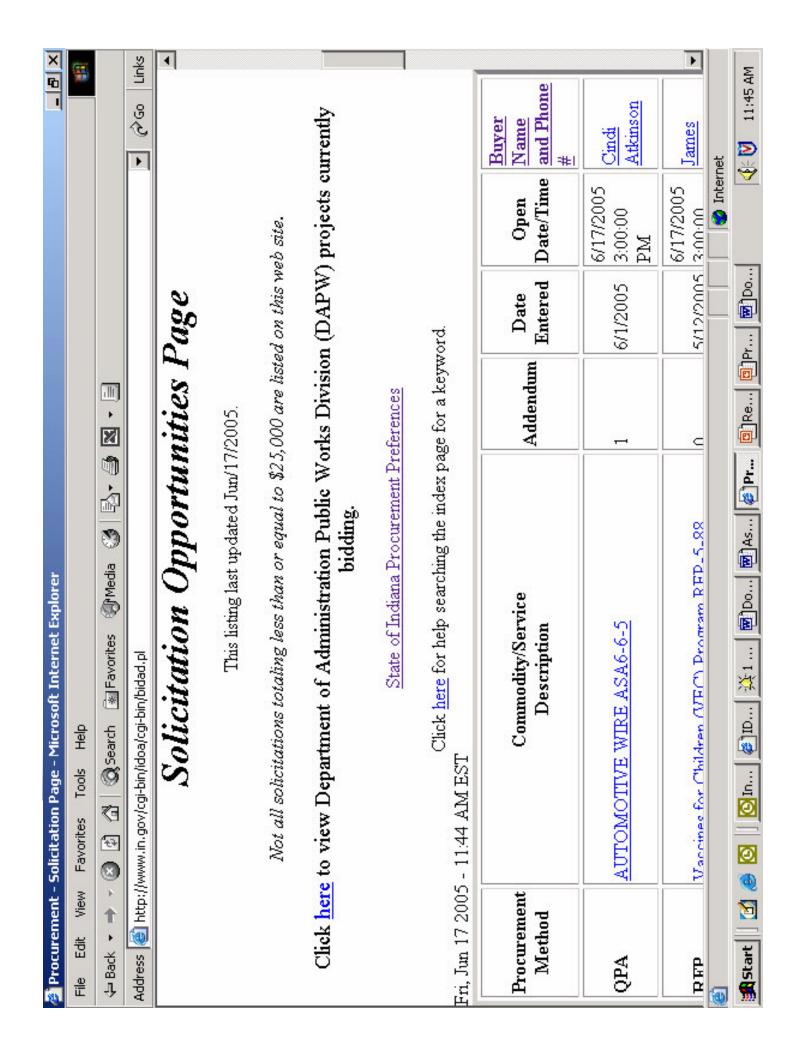
- On-line Registration
 - www.buyindiana.in.gov
- Manual Registration
 - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
 - Contact Shirley Houston at 317-232-6870

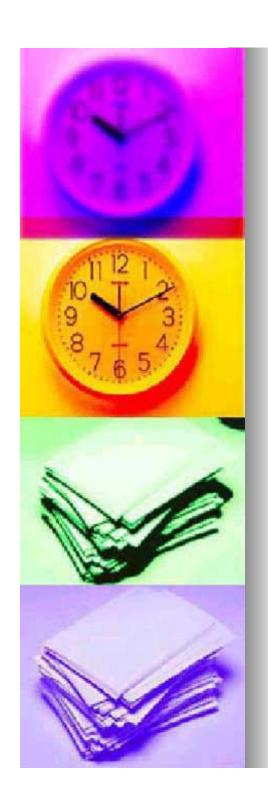




Request for Proposal Process

- Pre-RFP Informational Session
 - Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
 - Relationship building time identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
 - Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.





Request for Proposal Issued

- After the Pre-RFP Informational Session
 - Request for Proposal is issued
 - Available electronically on the Procurement Website
 - Details of agency specifications and requirements for completing the package are available under the RFP link.

STATE OF INDIANA

REQUEST FOR PROPOSALS 5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

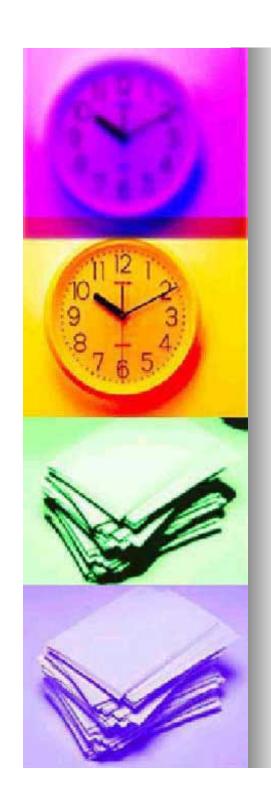
Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- RFP-5-38
- <u>Attachment A</u>. This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- Attachment B, Sample Contract.
- Attachment C, Indiana Economic Impact Form.
- Attachment D, Scope of Work.
- Attachment E, Indiana Health Coverage Programs Overview.
- Attachment F, Cost Proposal.
- Attachment G, Corporate Qualifications Reference Questionnaire.
- Attachment H, Hoosier Healthwise Mandatory RBMC Map.
- Questions and Answers about the RFP. The inquiry period for this RFP closes July 1, 2005, at 3 p.m. Eastern Standard Time. When the guestions and answers are posted, this will be an active link.

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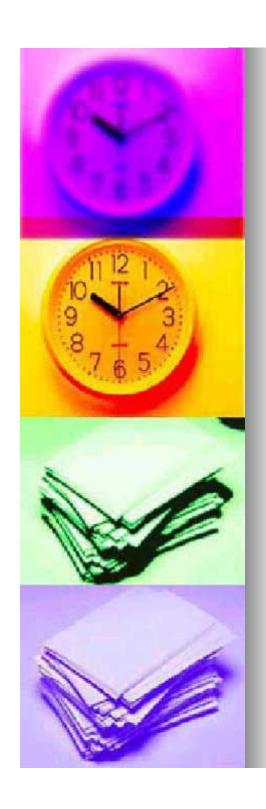


Positioning for Success

✓ RESEARCHING

✓ QUESTIONING

✓ MARKETING



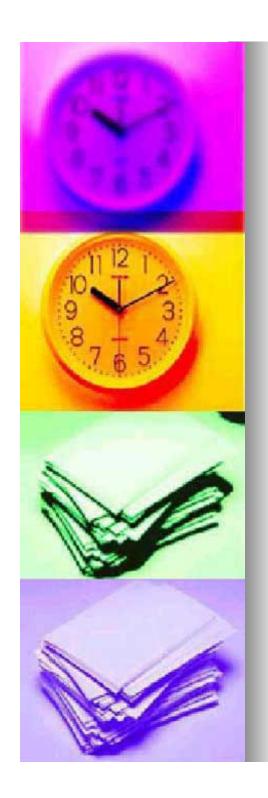
Prime Contractor Responsibilities

- MWBE Letter of Acknowledgement
- Minority Participation Plan
 - Construction
 - MBE 6%
 - WBE 6%
 - Professional Services
 - MBE 7%
 - WBE 10%
 - Supplies
 - MBE 3%
 - WBE 3%



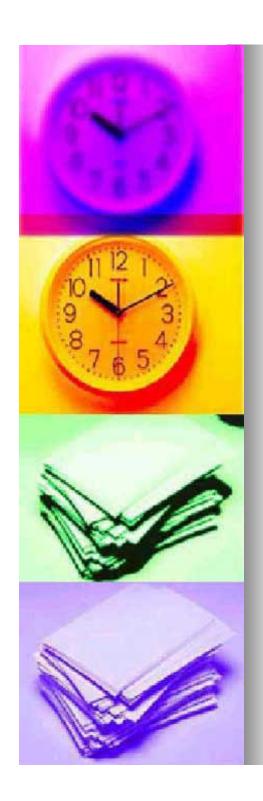
Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts



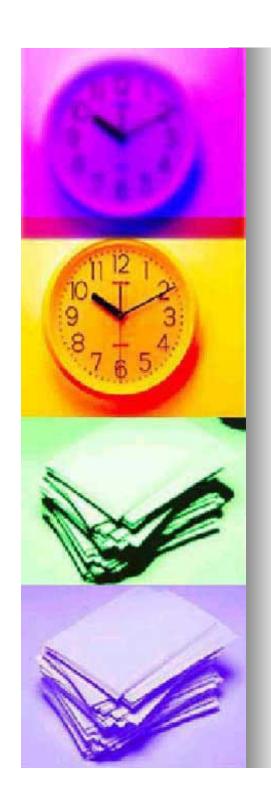
Keys to Contracting Success

- Build Key Business Relationships
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



Website Referrals

- www.in.gov/idoa/proc/index.html Procurement Website
- www.in.gov/idoa/register
 Bidder Registration Website
- www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl Solicitation Opportunities Website
- www.idoa.in.gov/minority/
 Indiana State Office of Minority and Women's
 Business Enterprises
- www.buyindiana.in.gov Bidder Registration, MWBE Directory, Current Solicitations



Telephone Referrals

Bidder Registration

Shirley Houston 317-232-6870

Amy Redding 317-234-0234

Minority and Women's Business
 Enterprises Division

Main Number 317-232-3061

